

***Duties:***

Under the general supervision of the Director of Parks and Recreation, perform a variety of recreational programming and administrative duties, including planning, implementing, and supervising recreational programs for the community.

In conjunction with the Director, determine the recreational needs of the community; research and evaluate new program ideas; develop, organize, implement and supervise programs and special events, including at outdoor pool and sites located out of town; observe and evaluate recreational programs, submitting program summaries and evaluations to the Commission; develop and enforce staff policies; train, supervise and evaluate recreation staff; plan, organize and chaperone department events and trips; promote and ensure safety of department programs and events; develop seasonal brochures for Town-wide distribution; and organize and coordinate registration sessions.

Purchase recreational supplies and equipment in accordance with Town and department policies; compose administrative, statistical and program reports; prepare status reports on facility needs; assist the Director in operating and capital budget preparation; act as a liaison to the School Department and Municipal Building Maintenance department; encourage cooperative planning with community, regional and state agencies; assist the Director in identifying funding sources; pursue local, state, federal and private grants and maintain state mandated records and ensure updating.

Compose, prepare and distribute publicity releases; provide information to the community regarding the philosophy, goals and customer service focus of the Park and Recreation Commission; maintain high public visibility as a part of the Commission's overall public relations program; develop and implement strategies to promote the department with public agencies, private organizations, local cable television, newspapers, the Internet, etc.

Assist the Director with recruitment of over 100 seasonal staff and volunteers; maintain working relationship and represent the department and Commission with municipal departments, private and non-profit institutions, human service agencies and public and private schools; attend and participate in Commission meetings, and prepare minutes of such meetings; maintain current information on trends and programming in recreation through participation in continuing education programs and professional associations; and perform other related duties as required or directed.

***Basic Knowledge:***

Duties require intensive knowledge of specialized field of Park and Recreation and leisure services equivalent to the completion of a Bachelor's Degree in recreation, physical education, or related field; strong communication skills, both oral and written; basic computer skills; and a valid motor vehicle license.

***Experience:***

Duties require over one year, up to and including three years of relevant parks and recreation experience, two years of which must include supervision.

***Independent Action:***

Incumbent functions independently within the broad scope of established departmental policies and goals; consulting with Director on major policy issues, disciplinary actions and major expenditure of funds.

***Supervisory Responsibility:***

Incumbent provides direct supervision of over 100 seasonal employees and volunteers, including accessibility on evenings, weekends, and holidays. In the absence of the Director, incumbent is accountable for continuing the operations of the Park and Recreation Commission and facilities.

***Physical and Environmental Standards:***

- Normal office environment, not subject to extremes in temperatures, noise, odors etc., when in the office; significant portion of time spent outside overseeing program and planning maintenance.
- Regular interruptions to assist citizens.
- May spend extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of files, documents, records, and supplies for facilities and programs.
- Some travel by personal automobile within the Town and to neighboring towns.